

City of Lowell
Job Description
Please Post: August 11, 2015
Deadline: August 25, 2015
Parks, Recreation & Cemetery
Head Clerk

Job Title: Head Clerk (2000-21, 2181)
Department: Parks, Recreation & Cemeteries
Reports To: Commissioner of Parks, Administrator of Cemeteries and designated personnel
Wage: \$18.9957 (Min) to \$21.9311 (Max) per hour - 35 hrs. per week
Union: AFSCME 1705
FLSA Status: Non-exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direct supervision: Answers telephones and in person inquiries;

Prepares and mails outgoing correspondence.

Interprets policies, rules and regulations of the department.

May compute payroll and other mathematical computations as required.

Enters data for service/purchase orders and other departmental reports.

Receives requests, instructions or information. Investigates records, files and other information sources to obtain necessary information. Compiles lists of data or information. Classifies information according to office procedures. Transfers or posts information to records. Writes, types, or enters information into computer to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Sends, routes, and relays forms, materials and information; maintains files; retrieves information from files; files information; processes forms; checks forms for accuracy and completeness; types forms, memos, letters and other material. Proofreads records or forms.

Counts, weighs, or measures material. Sorts and files records. Composes correspondence which may require specific knowledge of methods and procedures; addresses envelopes or packages; stuffs envelopes by hand or with envelope stuffing machine; answers telephone, places telephone calls; conveys messages, and runs errands; gives information to the public in person and over the phone.

Experience with payroll and billing system required.

Able to fill in for others and perform their duties as necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Three years full time experience in a busy office environment involving customer service, records retention and general clerical support; or equivalent combination of education and experience, must include working knowledge of word processing and spreadsheets.

Complete knowledge of acceptable business office procedures and standards.

Substitutions:

Successfully completed education at a recognized non-degree granting business school above the high school level may be substituted for a maximum of one year experience on the basis of one year of education for six months of education.

Successfully completed education towards a degree at a recognized school may be substituted for a

maximum of two years of the required experience on the basis of one year of education for six months of experience.

Knowledge of supervisory experience principles and practices; Knowledge of routine office practices; Knowledge of procedures for processing and distributing materials; Knowledge of filing and retrieval procedures; Knowledge of spelling; ability to analyze data and other information; Ability to verify and check information; ability to follow directions; Ability to type 30 error free words per minute. Data entry and word processing skills desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports or correspondence, etc . Ability to effectively present information and respond to questions tactfully from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ August 25, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer